



Creating a Training Plan for Staff

Staff need to form strong and lasting relationships with the families of program youth and should constantly look for opportunities to reach out to families, address their concerns, and utilize their knowledge and skills. To achieve such a complementary and trusting relationship, staff must connect with families, hear their concerns and wishes, and offer resources and suggestions on how they can help their children be successful.

Using a training and coaching plan, prepare staff to make family involvement and engagement a key part of your program.

Staff need training in

- ☐ Communicating effectively with families
- ☐ Creating a program environment that welcomes families
- ☐ Recognizing their “cultural lenses” and how to work with individuals from all backgrounds
- ☐ Connecting families to supports in the community
- ☐ Varied engagement strategies that are appropriate for youth of different ages
- ☐ Other

How much time is available, and when, for staff training?

- ☐ During orientation
- ☐ During staff meeting time
- ☐ During program breaks
- ☐ In conjunction with school teacher professional development
- ☐ At conferences
- ☐ In professional development sessions scheduled during the year
- ☐ Other

| Topic | Date | Time | Who participates | Who leads |
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